

Phoenix Project Process Definition – General Ledger

Process	<i>Creating a Project/Grant</i>
Process Number	<i>GL – 028</i>

Description of Process

Create a new Project/Grant. The Project/Grant ChartField captures and controls project or grant information. Projects are created whenever funding is provided for and a decision is made to proceed with a particular activity, such as paving a highway or building a school. The Project/Grant ChartField lets you segregate and track project or grant encumbrances, expenditures, and revenues, with or without budgetary control. Additionally, you can maintain project levels, enabling you to record and report both direct and indirect costs for each level. The available project levels are as follows (in order from highest level of detail to lowest):

- Project – The top (first or highest) level at which you can budget and record project activity.
- Segment – The second (from the top) project level at which you can budget and record project activity.
- Phase – The third (from the top) project level at which you can budget and record project activity.
- Activity – The lowest budgeting and reporting level for a project.

Control Rules allow you to establish control over your project or project level, from a budgetary and/or funding source perspective. Budgetary Level control verifies that actual charges do not exceed budgeted amounts for a given level of detail. Funding Source control ensures that sufficient funds are available to finance a particular project or project level. These funds can be derived from one or more distinct funding sources.

The State of Georgia has elected to modify the manner in which it will manage funding sources and fund source distribution and will not be using the delivered functionality at this time. Rather, funding sources (referred hereafter as programs) will be maintained using the Program Chartfield (see GL – 34 “Creating Programs”). When a project or grant is created, the users will immediately update the SpeedChart table, which maintains the relationship between a project/grant and its program(s). Users will utilize the Program Distribution Panel located in the Define General Options window to distribute lines for vouchers and purchase orders for the Accounts Payable and Purchasing modules, respectively. Users entering journals directly into General Ledger will distribute lines using the Program Distribution Calculator, which uses the SpeedChart table to distribute project amounts based on their related program(s). Each agency will be responsible for maintaining its own tables.

Input to Process

Project/Grant Change Request is written up, signed, assigned an identifier and approved. The Project/Grant is then entered into PeopleSoft.

Output of Process

New Project/Grant is created and is accessible to all business units having access to the SetID under which the Project/Grant is created.

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Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Project/Grant

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1: Complete request form to create a new Project/Grant</u> Using the forms provided to you (see attached), submit your request to the individual authorized to approve Project/Grant changes, usually someone at a supervisory level. If valid, the request will be input at the agency level. Otherwise, the request will be returned to you for corrective action or with an explanation for the denial of the request.	Agency
<u>Step 2: Create identifiers for the new Project/Grant.</u> Enter the SetID and Project/Grant Code for the Project/Grant you wish to create. The SetID should be equal to the business unit for the Project/Grant you are creating.	Agency

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Step 3: Enter the identifying information for your Project/Grant.

Enter the Effective Date and Status for your Project/Grant. The Effective Date can be set to the current or a future period and determines the date on which the Project/Grant will go into effect. The Status refers to the availability of the Project/Grant for use in journal processing. The default status is "Active." If the Status is "Inactive" you will not see the Project/Grant when prompting for a list during journal entry.

Enter a short description to identify your Project/Grant. PeopleSoft uses the short description on panels and online inquiries with limited display space. The short description has a length of thirty (30) characters.

From the drop down list provided, select the type of Project/Grant you wish to create. Project types enable you to group similar projects together for reporting and analysis. The following options are available:

- Grant – The only level at which you can budget and record grant activity. This option will likely not be used.
- Project - The top (first or highest) level at which you can budget and record project activity.
- Segment - The second (from the top) project level at which you can budget and record project activity.
- Phase - The third (from the top) project level at which you can budget and record project activity.
- Activity - The lowest budgeting and reporting level for a project.

Users at the State of Georgia should select "Project."

Select the status of your Project/Grant, which represents the degree of completion. This feature enables you to track the history of the project using the effective date field. The following options are available:

- Approved – Indicates that the project has been approved by the appropriate individual(s). ***All projects will be entered with a status of "Approved."***
- Completed – Indicates that the project has been completed
- In Progress – Indicates that the project is not complete
- Proposed – Indicates that a project has been proposed, but not yet approved

Agency

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<p>Enter the name of the individual responsible for this Project/Grant. When entering names, you must follow PeopleSoft naming conventions, as follows:</p> <p>Lastname,Firstname</p> <p>Note that there is no space before or after the comma.</p> <p>Enter a description to provide further detail on your Project/Grant. PeopleSoft uses the description system-wide in prompt lists, reports, other panels, and online inquiries. This description field is equivalent to a memo field, which can support several lines of information. Enter the Start and End Dates to determine and restrict the time span during which you can record activity for your Project/Grant. Any transaction outside this date range will not pass Budget Checking.</p>	<p>Agency</p>
<p><u>Step 4: Enter Control Rules for your Project/Grant</u></p> <p>Enter the Overall Project Amount for your project. This is the amount that you estimate the project will cost. This feature is optional, however it may be populated for budget control purposes if either the project is a new project for which a pre-defined amount is established or if the project is an existing project for which the remaining desired cost level is known.</p> <p>Select the Overall Project/Grant Control check box if you want the system to compare total project or grant activity to the total project or grant budget before it accepts transactions that reference the project or grant. When you select this option, the Budget Level Control field defaults to Control.</p> <p>Budget Level Control lets you specify whether the system controls or tracks budgets for the project level, or Budget Line Level you specify. Select one of the following options, depending on your control needs:</p> <ul style="list-style-type: none"> • Control - Enforces budgetary control at the level you specify in the Budget Line Level field. • No Control - Ignores budgetary control at the level you specify in the Budget Line Level field. Select this option if you do not need to set up budgets for segments, phases, or activities • Track - Tracks transactions against the budgets for levels, regardless of the budgeted amounts. <p>In the Budget Line Level field, specify the level at which you want to record budget detail for projects and grants. You can record project budget detail only one of four levels for a selected project—Project, Segment, Phase, or Activity. The value you select will be used in conjunction with budget level control, as described above.</p> <p>Funding Source Control has been modified to grey-gray out the Funding Source Control checkbox and the related Funding Source Distribution fields.</p>	<p>Agency</p>

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<p><u>Step 5: Save the Project/Grant</u></p> <p>The Project/Grant is now saved and will be accessible to all users with access to the SetID under which the Project/Grant was created.</p>	Agency
<p><u>Step 6: Update the appropriate trees, as necessary</u></p>	DOAS-FSS
<p><u>Step 7: Update the SpeedChart tables</u></p> <p>The State of Georgia has elected to manage fund source distribution for Accounts Payable and Purchasing through the use of the SpeedChart table. The proper maintenance of this table will ensure that a direct relationship exists between a project and its sources of funding (program) and that all project amounts are correctly distributed. Using the procedures defined in GL – 097 “Creating SpeedCharts”, update the SpeedChart tables.</p>	Agency
<p><u>Step 8: Notify the requestor that the Project/Grant has been added</u></p> <p>Send notification to the requestor that the Project/Grant has been added and is available for use. The following are acceptable forms of notification:</p> <ul style="list-style-type: none"> • E-mail • Facsimile • Interoffice Memorandum 	Centralized

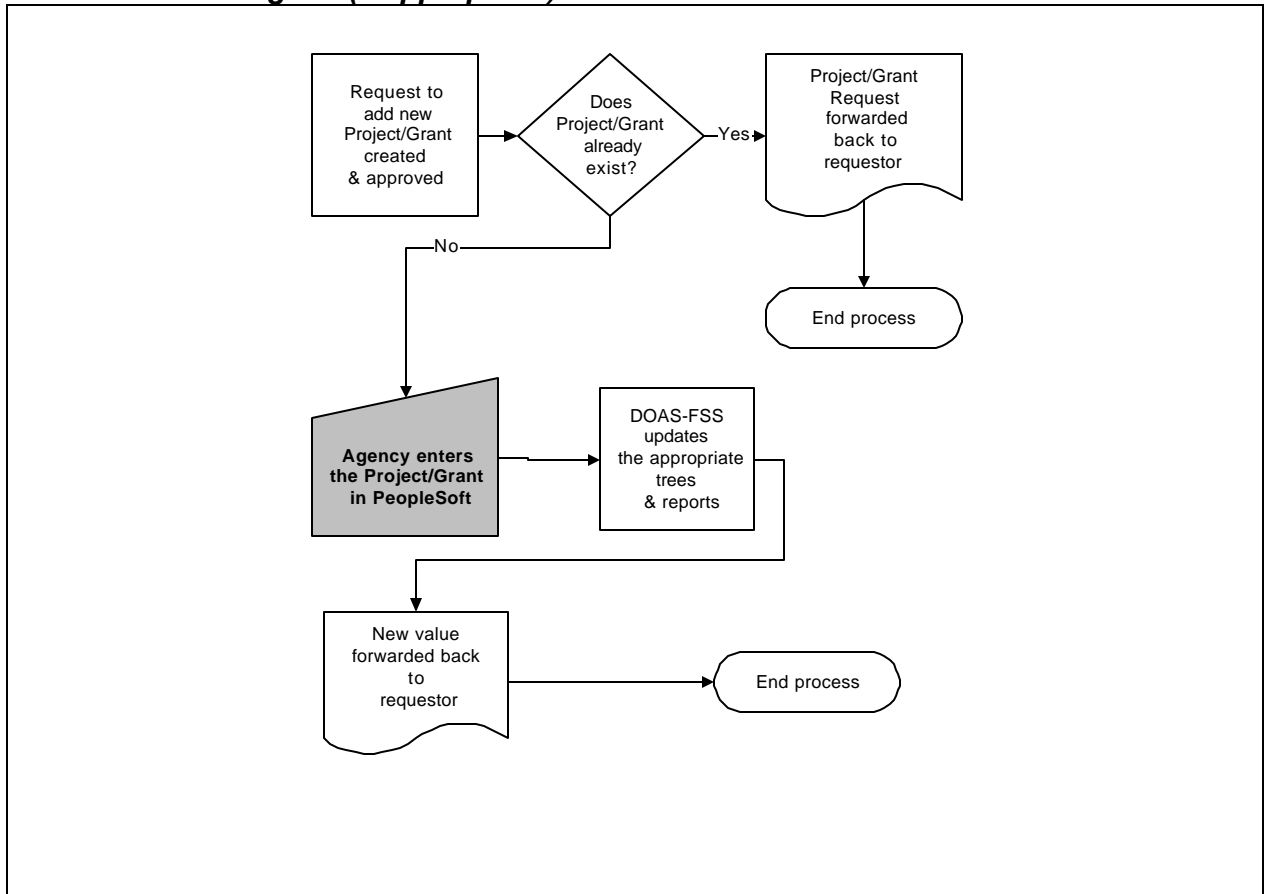
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Forms Used with Process (#)

**Attach sample form(s) [\\DOAS COMMONS 01\\VOL1\\DATA\\COMMONS\\PDocs\\Financials\\GL-General Ledger\\Business Process Flows\\ChartField Maintenance\\Project Grant\\Project-Grant Change Request 2.doc](#)

Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested

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The Funding Source Control enables you to indicate and control the funding sources for a specific project or grant. When you select Funding Source Control, you can choose how (Priority or Percentage) the system will calculate the funding source spending authority amounts. To use this option, you must have set up all funding sources prior to entering the ChartField values. If Priority is chosen:

- Maximum FS amount entered is greater than zero, then percent is calculated.
- Percent entered is greater than zero, then maximum FS amount will be calculated.

If Percent is chosen and:

- Percent entered is greater than zero, then Maximum FS amount is calculated.
- Maximum FS amount entered is greater than zero, then percent is calculated.

As mentioned previously the State of Georgia has elected to modify the manner in which it controls funding source via the use of Programs. As a result